

EEOC FORM 715-01 PART A - D		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
/DOD DNGB South Dakota National Guard			For period covering October 1, 2014 to September 30, 2015		
PART A Department or Agency Identifying Information	1. Agency		South Dakota National Guard		
	1.a. 2nd level reporting component				
	1.b. 3rd level reporting component				
	1.c. 4th level reporting component				
	2. Address		2823 West Main Street		
	3. City, State, Zip Code		Rapid City	South Dakota	57702-8170
	4. Agency Code	5. FIPS code(s)	NGSD	46	
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees			474	
	2. Enter total number of temporary employees			13	
	3. Enter total number employees paid from non-appropriated funds			0	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]			487	

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PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Agency Head	The Adjutant General Timothy Reisch	
	2. Agency Head Designee		
	3. EEO Director	State Equal Employment Manager Carstin Jerzak	
	4. Affirmative Employment Manager	State Equal Employment Manager Carstin Jerzak	
	5. Complaint Processing Manager	State Equal Employment Manager Carstin Jerzak	
	6. Other EEO Staff		
	7. MD-715 Preparer		
	8. Diversity and Inclusion Officer		
	9. Disability Special Emphasis Program Manager		
	10. Hispanic Special Emphasis Program Manager		
	11. Women's Special Emphasis Program Manager		
	12. Anti-Harassment Program Manager		
	13. Reasonable Accommodation Program Manager		

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EXECUTIVE SUMMARY		
<p>Federal Mission: The South Dakota National Guard (SDNG) is a state organization, under the command of the Governor of South Dakota. At the same time, the women and men of the South Dakota Air and Army National Guard are reserve members of the U.S. Air Force and U.S. Army. The members of the SDNG may be called into active federal service by the President of the United States. Members of the South Dakota National Guard have served in every major conflict involving the United States Armed Forces.</p> <p>State Mission: In its state role, the South Dakota National Guard assists local law enforcement, fire department, emergency disaster response teams and other government agencies during crisis situations at the direction of the Governor of South Dakota. The distribution of South Dakota National Guard personnel, equipment and facilities across the state allows the South Dakota National Guard to respond quickly and efficiently to emergencies statewide.</p> <p>Most policies are current; Discrimination Complaint Procedures and Harassment/Sexual Harassment policy was issued 30 September 2014. The Equal Opportunity (EO) policy is being re-written and staffed due to an update to AR 600-22 and DOD Directives and will now encompass defining hazing and bullying as part of this policy and the overall treatment of personnel in the work place. Each employee is provided instructions on how to access all SDNG organizational policy memorandums during their new employee orientation. The policies are posted on the agencies intranet site and also on bulletin boards in all facilities. These policies are an inspectable item IAW our state's Organizational Inspection Program (OIP). Likewise, supervisors are required to have a performance measure on their Annual Performance Plan for their commitment to EEO/EO policies, principles, and programs. As such, supervisors are evaluated on this performance measure on their Annual Performance Appraisal. In accordance with Position Description (PD) D1717000, the Equal Employment Manager position is under the J1 (Director of Manpower and Personnel) with direct access to the Adjutant General. This position is currently located under the general supervision of the Director of Human Resources, and equivalent level of leadership to the J1, however this allows limited access and advisory responsibility of the position with regard to The Adjutant General (TAG) on all Equal Employment Opportunity (EEO) and Special Emphasis Program issues. The access is by appointment only. This is the standardized PD issued by the National Guard Bureau (NGB) classification authority.</p> <p>The agencies Human Resource Office (HRO) has a quarterly newsletter (the LINK) where EEO program updates are provided. Special Emphasis/Observance information is provided in the LINK, is displayed on a scrolling bulletin board throughout the Joint Forces Readiness Center, and is posted to the intranet share point for all EO practitioners, commanders, and units to access. We also distribute the DEOMI approved and published observance posters and informational power point files to all supervisors and EO practitioner so they can further post/publish in their respective facilities and websites. When supervisor training is provided, supervisors are given EEO updates, Merit Promotion Program updates, Employee Development/Training updates, Alternative Dispute Resolution (ADR) and Employee Assistance Program (EAP) updates.</p> <p>The state of South Dakota was the first state in the nation to have a Labor Management Partnership Council (LMPC). This council brings labor and management together to identify any practices or policies that may create barriers for our employees or applicants. Any issues identified as a barrier or that could be viewed as unfair or discriminatory is staffed by the LMPC and a recommendation is forwarded to the agency leadership identifying a resolution. Technician Personnel Regulation (TPR) 752, Discipline and Adverse Action provides guidance concerning disciplinary penalties for employees who have been found to be in violation of policies. Any disciplinary action proposed and/or taken is staffed with the appropriate functional specialist/office/agency (i.e. Labor Relations Specialist, Staff Judge Advocate, Inspector General, Bargaining Unit) prior to implementation. Employees are encouraged to use the ADR process for complaint resolution. Supervisors and managers will participate in requested ADR per guidance issued by National Guard Bureau (NGB). NGB will provide ADR assistance upon request. Complaints received by this agency are tracked on a locally produced spreadsheet. This agency has not used a contractor as of this date for counseling or investigating of a complaint. Responsible management officials (RMO) do not have settlement authority. The Adjutant General (Agency Head) has settlement authority. The state Staff Judge Advocate (SJA) handles all EEO legal reviews and is also the agency representative in complaints. This agency has not, as of this date, been issued an Equal Employment Opportunity Commission (EEOC) order. If an order is issued, the agency will take all necessary steps to comply. Final agency decisions (FAD) are issued by NGB.</p> <p>Our agency currently shows under-representation in all demographics regarding females, but particularly in the minorities. We are further under-represented in all categories regarding minority males as well. The SD National Guard pulls the majority of its employee's from the military labor force enlisted or commissioned in the Army and Air National Guard based on the dual status technician/Title 32 program requirements. This program requires the technician/Federal civil service employee to be a member of the Air or Army National Guard as a condition of employment. Our full time personnel are reflective of the military labor force and our recruitment efforts are inclusive in marketing and branding to these minority areas in order to increase our demographics in all areas needed. The Native American population, which is the largest minority race in our state, has a 1% under-representation at 2.46% of the technician work force as compared to 3.4% of the military labor force, which is slight increase or improvement from last year. The female technician force population has a 1.58% under-representation at 16.22% of</p>		

the technician work force as compared to 17.8% of the military labor force, which is a significant increase or improvement from last year. The South Dakota Army National Guard has increased the overall female and Native American populations within the ranks and full time force; more so with females then Native American numbers, however these areas continue to be a challenge for our organization to maintain the numbers while continuing to market towards the civilian labor force and current census numbers. 468 of our full time population are Dual Status Military Technicians and must meet all requirements for military membership in the South Dakota National Guard, Air or Army. We employ 19 Non-Dual Status Civilian Technicians and our current demographics indicate we do not have any employees with a targeted disability.

The South Dakota National Guard honored or observed all required DoD Special Observances & Celebrations in FY15 with a focus on Native American and Women's Heritage months. The South Dakota National Guard is a member and active participant in the Combined Federal Campaign, supports an annual food and clothing drive along with the Boy Scouts of America, and conducts several wood haul missions to the Native American Reservations during Annual Training (AT) to provide fuel during the winter months. This past year the South Dakota National Guard has met with Tribal Leaders to create a relationship with the reservations within South Dakota beneficial to both parties in the areas of cultural exchange, social/economic development and training, in particular by honoring Native American Code Talker Veterans from WW I and WW II. We also sponsored the Women's Heritage Careers and Uniforms of Success exhibits in March. Across communities in South Dakota several of our employees are engaged with their local Chambers of Commerce, Diversity Committees, community missions, veterans groups, sports, and other school activities.

South Dakota continues to focus on recruiting quality Service Members, retaining our current force, increasing its diversity of females, Native Americans and Hispanic population groups and managing the overall attrition within its ranks. In South Dakota the mission and success of our Recruiting and Retention forces (Air and Army) greatly impacts our military labor force; again, upon which we draw the majority of our full time work force from.

Our agencies number one priority is "Taking excellent care of our Soldiers and Airmen and their families." Our Adjutant General's vision is to have "The most professional, competent, and reliable state National Guard organization in the United States of America." We will continue to build a strong organization by valuing our personnel and diversities within our work force, and by increasing our female and minority population to reflect our states population more effectively. Each team member of our full-time force has been tasked to strive for a balanced and diverse work force to mirror the demographics of our state. The South Dakota National Guard is an equal opportunity employer and we support and challenge all of our employees to rise to their fullest potential.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, _____ State Equal Employment Manager Carstin Jerzak _____ am the

(Insert name above) (Insert official
title/series/grade above)

Principal EEO Director/Official for _____ South Dakota National Guard

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

Signature of Agency Head or Agency Head Designee

Date

Signature of Principal EEO Director/Official

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.

Date

EEOC FORM 715-01 PART G		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT			
Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.					
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Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
The Agency Head was installed on <u>04/01/2011</u> The EEO policy statement was issued on <u>06/02/2011</u> Was the EEO policy statement issued within 6-9 of the installation of the Agency Head?		X			
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide an explanation.			X		The annual statements were revised in FY15 and then put on hold pending new regulations published by National Guard Bureau (NGB) and several new DOD directives regarding hazing, bullying and other areas. The new policies are currently being staffed and estimated publication is 1 March 2016. In light of the hold on the new regulations by NGB, the current memorandums do cover the required information with the exception of the DOD Directives.
Are new employees provided a copy of the EEO policy statement during orientation?		X			The policy and complaints process is provided along with the No Fear Training requirement during all new employee orientations held within the first 30 days of employment for all new hires.

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When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?		X			Policies are posted on bulletin boards and the agency sharepoint. And it is also briefed during the Supervisors training which is a requirement for all new supervisors to attend within the first 12 months of their new assignment. A refresher course is required every 5 years.	
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?				X		
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X			EEO Posters, Information on Sharepoint sites, TPR's.	
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR §1614.102(b)(5)]		X				

Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X			
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X			

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address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X			
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X			Supervisors support the Day of Caring by the Combined Federal Campaign, Boys Scouts of American/Local Scout Troops/Packs, local schools are supported by the recruiting programs and the diversity councils/committee's and their sponsored events at schools, community locations and universities/college campus'.
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X			
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X			
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X			
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X			
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X			
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X			Supervisors training course, providing employee's a copy of the technician personnel regulations and posting of policy memorandums. No FEAR training and through the military side we have EO and SHARP (Sexual Harassment) training.
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?	X			Policy and procedures were published April 2014 and are available on the our internal sharepoint/website and they are provided during new employee orientation briefs.

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Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X			This is provided during the supervisors course.

Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
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Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR §1614.102(b)(4)] For subordinate level reporting components, is the EEO Director/Officer under the immediate supervision of the lower level component's head official? (For example, does the Regional EEO Officer report to the Regional Administrator?)			X		Per PD D1717000 for the EEO Director the position and supervision falls under the J1 Director of Manpower & Personnel, however we currently organize the position under the Director of Human Resources, and equivalent level of leadership, and the Chief of Staff, whom works for the Adjutant General/Agency Head. The EEO Director position is provided access to the Adjutant General or agency head by appointment only.
Are the duties and responsibilities of EEO officials clearly defined?		X			Per PD D1717000 and the automated performance appraisal program.
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?		X			The current EEO Director attend the EEO Specialist course, the SEPM course and also attended the EEOC Excel Conference and the 8 hours of refresher training for EO Counselors during the FY15 time period. She also received her 4 year bachelors degree this past fall.

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If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?				X	
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting				X	
If not, please describe how EEO program authority is delegated to subordinate reporting components.				X	
Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X			We utilize the annual reporting, monthly demographic reports, quarterly diversity council meetings and if necessary, by appointment, to communicate with other top officials regarding EEO. We also have direct communication via emails/phone calls and by appointment if necessary. However, the EEO Director is not a part of the Director level meetings or staffing process.
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?			X		The Adjutant General/Agency Head was briefed on the MD-715 report prior to submission of the FY2014 report.
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections			X		The HRO Director are present and advise on any EEO issues related to these areas. The EEO Director is not present.

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Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as reorganizations and re-alignments?		X				We review our Merit Placement Pamphlete and the EEO Director provides input into these areas for consideration by our Labor Union/Management officials for inclusion in the re-write or update of the pamphlet. Because we depend on the military labor force as the primary pool to draw applicants from, re-structuring/organization of the military authorization documents are considered when processing vacancy announcements and re-alignment by our Classification Specialist if necessary. Re-alignment of military occupations (MOS-Army/AFSC-Air) has to be considered for all dual status employee's.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X				On an as needed basis, if there's an issue identified during a complaint process, and/or during the barrier analysis process.
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure			X			Currently, EEO is not consider in the strategic planning process.
Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		

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Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?			X	Limited budget provide for FY15. No specific line item budget is projected for EEO.
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?			X	Should complaints arise, the EEO Director would need additional assistance to facilitate Special Emphasis programs and continue to work the ongoing reporting requirements needed for all annual reporting systems.

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Are statutory/regulatory EEO related Special Emphasis Programs sufficiently	X			All special emphasis support comes from the EEO Director and the Diversity councils (Joint Diversity council, Army Diversity council and the Air Diversity council) Each council chair has the authority to appoint committee's or subject matter experts to facilitate/coordinate special observance events and programs upon demand. The EEO Director is the fund manager responsible for providing the financial resources necessary for official observances as projected. The councils provide committee's with appointed and volunteer personnel to work special observances. We've utilized two committee's this past year to observe Women's Heritage month and Native American Heritage month with special exhibits and heritage celebration ceremonies.
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		We do not have a Federal Women's Program.
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		We do not have an Hispanic Employment Program.
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		We have an accommodations manager to process requests for accommodations.

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Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?			X		We do not have these programs.
Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems	X			Barrier analysis could be expanded further into hiring practices with more personnel or the development of an action team to review. Off the street hiring and recruiting have been analyzed the most, but internal promotions and boards should be an area for further analysis. The foundation of data collection and tracking has been put in place over the last year and has been verified accurate.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)	X			Based on a specific request, we staff for resources at the time of the request. We currently fund any approved requests from our operational accounts in our J4/Logistics accounts.

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Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?	X			Outside of any EEO funding, the agency utilizes current standard operational support funding within statutory limits to fund EEO materials, posters, accommodation requests and training, etc.
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?	X			
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?	X			

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<p>Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?</p>		X		<p>There is limited funding provided 10K provided compared to 54K budget requirement. This severely restricts the capability to push any training material/programs, bring personnel in for refresher training or send them to conferences for the same. Conference registration last year was 1200.00+ per person, if they attended the EEOC EOC Annual Refresher training and conference. With the limited budget we must utilize online or local training workshops to accomplish this. This same budget is to provide EEO training materials for supervisors and Federal Observances and is simply not enough based on the costs of speakers, qualification requirements of instructors and materials needed. This funding cannot be used to send military personnel to their EOA 28 day phase 2 qualification course.</p>
<p>Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. § 1614.102(b)(5)]</p>	X			<p>We absorb the costs of printing materials in our operational budgets.</p>

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Is there sufficient funding to ensure that all employees have access to this training and information?		X		This funding has to go against all other agency requirements. In the case where training is online, we have sufficient resources, such as the No FEAR training requirements. In the case of EOC counselor training or supervisors training/refresher training - these requirements compete against all agency requirements, with the exception of the limited funds (10K). Again this funding is restricted to the type of training platform we can utilize and is used for all EEO program requirements such as instructor qualification training, training materials, federal observance support, etc. This funding cannot be used to send military personnel to their EOA 28 day phase 2 qualification course.
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:				
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors. The supervisors refresher training is required every 5 years. We also attempt to conduct site visits with supervisors and employee's annually and quarterly to the

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to provide religious accommodations?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years.
to provide disability accommodations in accordance with the agency's written procedures?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years.
in the EEO discrimination complaint process?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct an annual refresher course for supervisors, which they go to every five years. In the event of complaints, our organization will re-prioritize resources to support the complaint process as needed.
to participate in ADR?	X			We conduct a supervisors course for newly assigned supervisors annually. We also conduct a supervisors refresher course, which is a requirement of a supervisor to attend every five years. ADR is a part of the supervisors training curriculum. We have the option to request ADR assistance from NGB on an as needed basis.

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Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.						
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Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?			X		Demographic reports are provided monthly. EEO program updates are provided to the HRO. Only an annual report is formally reviewed by the Agency Head.	
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?			X		EEO needs to be incorporated into the strategic planning process.	
Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report	
Measures		Yes	No	N/A		
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X			yes - annual review via the LMPC process.	
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X			yes - annual review via the LMPC process.	
Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X			Covered under the merit placement and Individual Development Plans by position and as needed.	
Compliance Indicator		Measure has been met				

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Measures	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
		Yes	No	N/A	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X			TPR 752

Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?	X			TPR 752
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?	X			TPR 752. 1 Oral Admonishment and 1 Letter of Reprimand issued (Sexual Harassment)
If so, cite number found to have discriminated and list penalty /disciplinary action				
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?	X			No actions required in the last two years, but the agency would immediately comply as ordered.
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.??	X			

Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.					
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015			
Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X		Barrier analysis is primarily conducted by the EEO Director and within the HRO office. The Labor Relations Specialist and other personnel assist with the review of the Merit Placement and Awards programs.
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?			X		There is limited involvement.
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?			X		There is limited involvement.
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X			For on board employee's this is conducted through the MD-715 workforce data tables on an annual basis. Demographics are tracked monthly primarily through the military work force personnel data tables. Very little applicant data or separation/exit data is received or

/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015		
Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		For on board employee's this is conducted through the MD-715 workforce data tables on an annual basis. Demographics are tracked monthly primarily through the military work force personnel data tables. Very little applicant data or separation/exit data is received or tracked. Primarily the data for the major occupations - for on board employee's is tracked via the MD-715/DCPDS data pulls. Applicant and separation data is not tracked beyond gender at this time based on the current negotiated agreement between the agency and the
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		For on board employee's this is conducted through the MD-715/DCPD data pulls of workforce data on an annual basis
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		For on board employee's this is conducted through the MD-715/DCPDs workforce data tables on an annual basis
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		For on board employee's this is conducted through the MD-715/DCPDs workforce data tables on an annual basis.
Compliance Indicator		Measure has been met		

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	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.				For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are all employees encouraged to use ADR?		X			
Is the participation of supervisors and managers in the ADR process required?		X			

Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.	
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Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X			The EEO Director can only conducted limited trend analysis based on the MD-715 and 462 type reports and the data DCPDS provided. There is also limited data available via the military personnel data bases. The EEO Director has to rely on other sections to provide input/data in order to conduct applicant trend analysis or any other analysis necessary.
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?			X		The DCPDS data pulls provide a minimum of data. There isn't any system being implemented to collect adequate applicant data information beyond gender at this time. The agency needs to review/analyze applicant processes, merit placement criteria, to include internal promotion processes and criteria and also separations.
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				X	

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Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?		X			The Occupation Heath Specialist, the Deputy/State Surgeon and the Staff Judge Advocate/JAG, along with the EEO Director/Accommodations Manager are the responsible management official(s) for processing requests for disability
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?		X			
Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X			Internally managed by the SEEM/EEO Director
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X			
Does the agency hold contractors accountable for delay in counseling and investigation processing times?				X	N/A - The agency does not use contractors
If yes, briefly describe how:					
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X			
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X			
Compliance Indicator		Measure has been met			

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					For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Yes	No	N/A	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X			
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X			
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X			
Does the agency complete the investigations within the applicable prescribed time frame?		X			
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X			FADs are issued by NGB
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X			With NGB involvement
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X			
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X			
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
In accordance with 29 C.F.R. §1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?		X			We utilize the CNGBI guidance for all ADR procedures.

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Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X		We currently do not require all managers/supervisors to receive ADR training. We utilize our Labor Management program, and those personnel involved in it, to be familiar with mediation in regards to labor. We need to further develop a local ADR program.
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?		X			
Does the responsible management official directly involved in the dispute have settlement authority?		X			The Adjutant General (TAG) has settlement authority
Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the		X			
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102		X			
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X			The DCPDS Analyst works directly with the EEO Director on all reports required are coordinated for data and processed timely for further reporting on the No FEAR, 462 or the MD-715 reports. Additional information is needed for applicant and separation tracking.
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X			
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X			

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Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X		We currently only have 19 positions the can be filled by the civilian labor force. All of the rest of our positions are filled out of the Army and Air National Guard military labor force. So these personnel must be a member of our state Air/Army National Guard in order to qualify to compete for the open vacancies. We monitor the recruitment effort for the military labor force and are involved in any recruitment efforts for any technician positions.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X			Regional EEMC and HRAC Committees
Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO			X		Staff Judge Advocate (SJA) handles all reviews and representation. We can seek the assistance from another state, the Air/Army components as applicable, or NGB.
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X			NGB provides FAD
Does the agency discrimination complaint process ensure a neutral adjudication function?		X			

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<p>Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE</p> <p>This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.</p>	
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Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative		X			We haven't received any orders or directives, but we would ensure all time lines are met in the event we receive one.
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	
Does the agency have control over the payroll processing function of the agency? If Yes, answer the two questions below.		X			Coordinate with Defense Finance Accounting Service (DFAS) though our United States Property and Fiscal Office.
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X			The agency will comply
Are procedures in place to promptly process other forms of ordered relief?		X			The agency will comply
Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	N/A	

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Is compliance with EEOC orders encompassed in the performance standards of any agency employees?				X	We have not had any EEOC orders issued to this agency, however compliance with EEO is a part of the standard appraisal and assessment program and is assessed based on the type of duty position.
If so, please identify the employees by title in the comments section, and state how performance is measured.					
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office?				X	With the assistance of the functional areas
If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.					
Have the involved employees received any formal training in EEO compliance?				X	N/A - The agency does not have any EEOC orders
Does the agency promptly provide to the EEOC the following documentation for completing compliance:					
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?				X	N/A - The agency does not have any EEOC orders but would comply if required
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?				X	N/A - The agency does not have any EEOC orders but would comply if required
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?				X	N/A - The agency does not have any EEOC orders but would comply if required
Compensatory Damages: The final agency decision and evidence of payment, if made?				X	N/A - The agency does not have any EEOC orders but would comply if required
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?				X	N/A - The agency does not have any EEOC orders but would comply if required

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Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s			X	N/A - The agency does not have any EEOC orders but would comply if required
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.			X	N/A - The agency does not have any EEOC orders but would comply if required
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).			X	N/A - The agency does not have any EEOC orders but would comply if required
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.			X	N/A - The agency does not have any EEOC orders but would comply if required
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.			X	N/A - The agency does not have any EEOC orders but would comply if required
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.			X	N/A - The agency does not have any EEOC orders but would comply if required
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			X	N/A - The agency does not have any EEOC orders but would comply if required

Footnotes:

1. See 29 C.F.R. § 1614.102.

2. When an agency makes modifications to its procedures, the procedures must be resubmitted to the Commission. See EEOC Policy Guidance on Executive Order 13164: Establishing Procedures to Facilitate the Provision of Reasonable Accommodation (10/20/00), Question 28

EEOC FORM 715-01 PART H-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT		
/DOD DNGB South Dakota National Guard	For period covering October 1, 2014	to September 30, 2015	

<p>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</p>	<p>Department of Defense National Guard Bureau South Dakota National Guard MD715 - 2012 Parts PART H.1 - Agency EEO Plan To Attain the Essential Elements of a Model EEO Program Under Objective(s) and Dates for EEO Plan, the database will accept up to 6 rows. Under Responsible Official(s), the database will accept up to 10 rows and up to 100 characters within the Title and Name columns. Under Planned Activities, the database will accept up to 30 rows and up to 100 characters within the Planned Activities column. Under Report of Accomplishments and Modifications to Objective, the database will accept up to 5,000 characters. Statement of Model Program Essential Element Deficiency</p> <p>Essential Element Type of Program Deficiency Brief Description of Program Deficiency Element B - Integration of EEO into Agency's Strategic Plan A: EEO Director Does Not Report to Agency Head EEO Directors position and supervision falls under the J1 per PD D1717000 Objective(s) and Dates for EEO Plan</p> <p>Objective Date Objective Initiated (mm/dd/yyyy) Target Date for Completion of Objective (mm/dd/yyyy) Date Objective Completed (mm/dd/yyyy) To identify to EEOC, via NGB-EO and the SEEM Community, the uniqueness of the National Guard Title 32 Program, its PDs, and its lines of supervision. The agency head can align their workforce to accommodate and accomplish the agency mission as they desire. 11/16/2011 ongoing</p> <p>Responsible Official(s)</p> <p>Title Name EEOC, NGB-EO, Agency Heads, J1s, HROs, SEEMs Name, rank, and/or GS, of individual holding the position of Agency Head, J1, HRO, SEEM Planned Activities Toward Completion of Objective</p> <p>Planned Activities Target Date (mm/dd/yyyy) Completed? Completion Date (mm/dd/yyyy) Initiate discussion with all required parties to accomplish the requirement to the satisfaction of all ongoing No</p> <p>Report of Accomplishments and Modifications to Objective Discussion was initiated at the NGB-EO Conference in North Carolina (November 2011) between the SEEM Community, NGB-EO, and EEOC on this program deficiency. The PD that is used for the EEO Director (SEEM) identifies the position and supervision to fall under the J1. 29 CFR 1614.102 (b)(4) mandates the EEO Director (SEEM) work directly for the Agency Head (TAG). If this deficiency is going to be corrected it will need to be addressed at the NGB level and with the State Adjutant's General (TAGs (Agency Heads)). The PD will require revision. Discussion on this has been extremely limited due to the lack of conferences/training programs due to funding.</p>
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OBJECTIVE:	<p>Department of Defense National Guard Bureau South Dakota National Guard MD715 - 2012 Parts</p> <p>PART H.1 - Agency EEO Plan To Attain the Essential Elements of a Model EEO Program Under Objective(s) and Dates for EEO Plan, the database will accept up to 6 rows. Under Responsible Official(s), the database will accept up to 10 rows and up to 100 characters within the Title and Name columns. Under Planned Activities, the database will accept up to 30 rows and up to 100 characters within the Planned Activities column. Under Report of Accomplishments and Modifications to Objective, the database will accept up to 5,000 characters.</p> <p>Statement of Model Program Essential Element Deficiency</p> <p>Essential Element Type of Program Deficiency Brief Description of Program Deficiency Element B - Integration of EEO into Agency's Strategic Plan A: EEO Director Does Not Report to Agency Head EEO Directors position and supervision falls under the J1 per PD D1717000 Objective(s) and Dates for EEO Plan</p> <p>Objective Date Objective Initiated (mm/dd/yyyy) Target Date for Completion of Objective (mm/dd/yyyy) Date Objective Completed (mm/dd/yyyy) To identify to EEOC, via NGB-EO and the SEEM Community, the uniqueness of the National Guard Title 32 Program, its PDs, and its lines of supervision. The agency head can align their workforce to accommodate and accomplish the agency mission as they desire. 11/16/2011 ongoing</p> <p>Responsible Official(s)</p> <p>Title Name EEOC, NGB-EO, Agency Heads, J1s, HROs, SEEMs Name and rank, GS, of individual holding the position of Agency Head, J1, HRO, SEEM Planned Activities Toward Completion of Objective</p> <p>Planned Activities Target Date (mm/dd/yyyy) Completed? Completion Date (mm/dd/yyyy) Initiate discussion with all required parties to accomplish the requirement to the satisfaction of all ongoing No</p> <p>Report of Accomplishments and Modifications to Objective Discussion was initiated at the NGB-EO Conference in North Carolina (November 2011) between the SEEM Community, NGB-EO, and EEOC on this program deficiency. The PD that is used for the EEO Director (SEEM) identifies the position and supervision to fall under the J1. 29 CFR 1614.102 (b)(4) mandates the EEO Director (SEEM) work directly for the Agency Head (TAG). If this deficiency is going to be corrected it will need to be addressed at the NGB level and with the State Adjutant's General (TAGs (Agency Heads)). The PD will require revision. Discussion on this has been extremely limited due to the lack of conferences/training programs due to funding.</p>
RESPONSIBLE OFFICIAL:	EEOC, NGB-EO, Agency Heads, J1s, HROs, SEEMs

DATE OBJECTIVE INITIATED:	11/16/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	ongoing
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
EEOC FORM 715-01 PART H-2	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
/DOD DNGB South Dakota National Guard	For period covering October 1, 2014 to September 30, 2015
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the model EEO program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?
OBJECTIVE:	Provide routine updates to the status of the "State of the Agency" and each of the six elements of the model EEO program routinely and more often than the annual review of the final MD715 report to the Adjutant General, Director staff, Commanders of Major Commands and full time Administrative Officers.
RESPONSIBLE OFFICIAL:	Leadership and EEO Director
DATE OBJECTIVE INITIATED:	07/01/2016
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/01/2018
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM 715-01 PART H-3		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections.		
OBJECTIVE:	Include EEO program officials in agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning and selections.		
RESPONSIBLE OFFICIAL:	TAG, Chief of Staff, HRO, EEO Director		
DATE OBJECTIVE INITIATED:	07/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/01/2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
EEOC FORM 715-01 PART H-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Is the EEO Director included in the agency's planning, especially the agency's human capital plan, regarding succession planning, training, etc, to ensure that EEO concerns are integrated into the agency's strategic mission?		
OBJECTIVE:	Include the EEO Director/SEEM in planning, especially the human capital plan regarding succession planning, training, etc. to ensure EEO concerns are integrated in the agency's strategic mission.		
RESPONSIBLE OFFICIAL:	TAG, Chief of Staff, HRO, G1, J1, EEO Director/SEEM		
DATE OBJECTIVE INITIATED:	10/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/01/2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

EEOC FORM 715-01 PART H-5		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		
OBJECTIVE:	Set up a SEPM/Federal Women's Program		
RESPONSIBLE OFFICIAL:	TAG, Chief of Staff, HRO, EEO Director/SEEM		
DATE OBJECTIVE INITIATED:	07/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	01/01/2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
EEOC FORM 715-01 PART H-6		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		
OBJECTIVE:	Develop and improve the applicant and separation data collection criteria and processes to ensure the appropriate type of data is captured for MD-715 and recruitment efforts to be efficient and effective.		
RESPONSIBLE OFFICIAL:	HRO, G1, J1, EEO Director/SEEM		
DATE OBJECTIVE INITIATED:	10/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	09/30/2018		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

EEOC FORM 715-01 PART H-7		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 CFR Part 1614) regulations, with emphasis on the federal government interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?		
OBJECTIVE:	Incorporate ADR information into the Supervisors Initial training and all refresher courses.		
RESPONSIBLE OFFICIAL:	HRO, EEO Director/SEEM		
DATE OBJECTIVE INITIATED:	05/01/2016		
TARGET DATE FOR COMPLETION OF OBJECTIVE:	10/01/2016		
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:			
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

EEOC FORM 715-01 PART I-1	U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard	For period covering October 1, 2014 to September 30, 2015	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Workforce data tables A3, A4, and A5. Under representation of females and lack of female representation in the pipe line to correct this deficiency.</p>	
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>For many years the force structure of the state of South Dakota had three Battalions closed to females due to combat exclusion. During that time the opportunities for males to advance in the officer and enlisted corps was much greater than that of females. The vast majority of senior and mid-level officials/managers come from the officer/warrant officer corp and senior enlisted personnel. With the change to our state's force structure many more positions (approximately 800) came open to females. However, it will take time for this disparity to correct itself. It takes 20+ years for a service member to reach the top levels of their specific corps. Now, with the combat exclusion lifted many additional positions are available for females. With compatibility (rank and GS) requirements on PDs; we may not have females meeting the requirements to qualify for higher level GS positions for awhile.</p>	
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The military structure and the GS structure of our work force are interdependent upon each other. Rank, time in service, mandatory removal dates, retirement systems, mandatory years, and minimum retirement age all must work in concert with each other. Coordination of Professional Military Education (PME) and full time professional training requirements has the potential to affect the timeliness of meeting all requirements for advancement. The current fiscal environment could also have the potential to delay required attendance at military schools and professional development schools, which could impact promotions for positions of higher responsibility.</p>	
<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Identify, educate, create, and maintain awareness of this agencies disparity to all levels of supervision. Identify this issue on the agency strategic plan. Mentor and identify female individuals for positions of greater responsibility and continue to fill the pipe line with qualified personnel to achieve equality in the senior and mid-level management positions.</p>	
<p>RESPONSIBLE OFFICIAL:</p>	<p>The Adjutant General (TAG), Director of Joint Staff, Chief of Staff, Human Resource Officer (HRO), Directorates, Supervisors, SEEM</p>	
<p>DATE OBJECTIVE INITIATED:</p>	<p>10/01/2008</p>	
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>09/30/2018</p>	

OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		The strategic plan needs to be re-written to incorporate affirmative action and employment objectives and goals. Along with incorporating affirmative action into the strategic plan, the composition of selection boards at all levels of hiring, consideration for command and strategic positions, and for all training selections needs to be standardized for diversity and credibility to ensure the fair and equitable consideration of all applicants at all times.	
RESPONSIBLE OFFICIAL:		MG Timothy Reisch	
DATE OBJECTIVE INITIATED:		05/01/2017	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		04/30/2020	
EEOC FORM 715-01 PART I-1		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			
The under representation of females within our Military Labor Force (MLF) was/is a top priority of our agency head. This issue was/is added to our strategic plan and we have been successful in increasing our female population within our MLF. Unfortunately we have not been successful in increasing our full time female population. Continued education and awareness of this will be a priority to all levels of management and supervision.			
We have increased female participation by 30% over the last five years and by 15% for Native Americans over the same time period. This create a greater pool of personnel available for the full time workforce vacancies.			

EEOC FORM 715-01 PART I-2		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Inadequate applicant and separation data available to complete workforce data tables and provide adequate and relevant information for the purpose of recruiting or determining incentive potential in the event active recruitment is needed to fill full time vacancy announcements with qualified personnel while ensuring adequate competition and a broad applicant pool.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		Currently, we pull the DCPDS data and draw data from the two military personnel data systems. We also review manual applicant data.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Determine the best method of data collection and maintenance for applicant and separation data. Incorporate subject matter experts to provide insight into processes and available information to determine best method of tracking the data for reporting purposes and recruitment efforts.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Identify what USAjobs has available for data. Work with HRO to determine best method for data collection.	
RESPONSIBLE OFFICIAL:		HRO, Staffing Section, EEO Director/SEEM	
DATE OBJECTIVE INITIATED:		07/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2017	
EEOC FORM 715-01 PART I-2		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

EEOC FORM 715-01 PART I-3		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Informal Alternative Dispute Resolution Program	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		Through research its been discovered the only formal ADR program we have is via the National Guard Bureau program and request process.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Without a formal ADR program, we really do not have the program functional in the event a complainant, employee and/or supervisor would want to utilize. Currently, our only option are to offer facilitation or to go outside/to NGB to request a mediator, or to utilize the union/labor grievance process for dispute resolution.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Initiate a draft SDNG Pam for the state that formalizes the Alternative Dispute Resolution program and process for utilization in EEO, or by employee's or supervisors, or other areas of conflict resolution as needed or applicable.	
RESPONSIBLE OFFICIAL:		HRO, EEO Director/SEEM, Labor Mgme Specialist	
DATE OBJECTIVE INITIATED:		10/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2017	
EEOC FORM 715-01 PART I-3		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			

EEOC FORM 715-01 PART I-4		U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT	
/DOD DNGB South Dakota National Guard		For period covering October 1, 2014 to September 30, 2015	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER: Provide a brief narrative describing the condition at issue. How was the condition recognized as a potential barrier?		Barrier Analysis process conducted solely by the SEEM and the challenge of data analysis and research capabilities.	
BARRIER ANALYSIS: Provide a description of the steps taken and data analyzed to determine cause of the condition.		Conducted barrier analysis of the MD-715 and the 6 Essential Elements of a model EEO program.	
STATEMENT OF IDENTIFIED BARRIER: Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Limited or inadequate data for MD-715 data tables and an effective data analysis specifically in the areas of applicant and separation data.	
OBJECTIVE: State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Identify key personnel and set up a barrier analysis team.	
RESPONSIBLE OFFICIAL:		HRO, EEO Director/SEEM, Benefits and Staffing Sections	
DATE OBJECTIVE INITIATED:		10/01/2016	
TARGET DATE FOR COMPLETION OF OBJECTIVE:		09/30/2018	
EEOC FORM 715-01 PART I-4		EEO Plan To Eliminate Identified Barrier	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (Must be specific)	
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE			